

UTILITY CHECKLIST

NOTE: If you have Urban Renewal, you will need to pull down the **2008_Uilities** package from our website. (You need the new versions of TXB031 and TXB032.)

Each year the counties receive a tape from the Technical Support Bureau containing all utility parcels and their values for that year. A PMB001 report will accompany this tape. Along with the PMB001 may be an edit listing for any parcels with more than 6 lines of legal.

1. **BACKUP UADFILE - REQUIRES DEDICATED UAD FILES**
(Make sure you do not have the new Utility tape in your tape drive at this point!)
Use the BACK menu and select the option to initialize and back up UADFILE. **DO NOT** reuse this tape until this checklist has been completed successfully.
2. TXQ023 - Lists all UP and UR parcels with tax owing in chronological order by year – you will only need to run the TXB023 in Step #3 on the years listed on this report.
3. TXB023 (Paid/Unpaid List)
Run this **Unpaid** list in **detail** on utility parcels (UP & UR) for all years listed on the TXQ023. (Default on the rest of the prompts.)
4. **For counties with Urban Renewal:** PMB001 (Parcel Master Detail Listing)
Run the PMB001 on just your **utility urban renewal parcels by code area**. Use this list as a reference later if you have balancing problems.
5. TXB031 (Roll "A" Status Utility Parcels to "T")
Select the option to "UPDATE".
REQUIRES DEDICATED UAD FILES.
6. The following reports should balance with the reports generated during your Abstract Checklist. **(Do not include UR or UP parcels.** This is to verify that when we update the Utilities, we do not touch the other property types.)

PMB002 - Recap by Category - **Use same limits as used for the abstract.**

PMB003 - Recap by Code Area

INSERT THE 2008 UTILITY TAPE

7. Run TXB032 (Update Existing Parcel Master with Utility Parcels)
****REQUIRES DEDICATED UAD FILES****
Because there are a wide variety of tape drives out in the counties, we sometimes have trouble creating tapes that are compatible with all of them. So, some counties may need to receive the new values via modem. Therefore, you will see the prompt:
Is your Utility data on a cartridge tape? 1) Yes 2) No
You need to answer **YES** unless we have been specifically working with you to send a modem package.

****Don't walk away after calling the program – you will be asked to hit enter one more time**

before the update occurs.

- A. This program will restore the utility files from the tape and put the new utility values into Parcel Master.
- B. A Utility edit report will appear on your spool file when the program finishes. If you receive an edit saying that duplicate parcels exist, please call Technical Support. If you have Urban Renewal, you will see a second edit report listing UR updates and edits. Watch for any edits that might require manual corrections.
- C. Parcel Master holds up to six lines of legal per parcel. If the parcel originally had more than 6 lines, an edit would have been included along with your Utility tape.

****NOTE: SHOULD THIS PROGRAM FAIL FOR ANY REASON, CONTACT OUR OFFICE BEFORE TAKING ANY OPTIONS (1-800-334-7756).**

ATTENTION: NORTHERN COUNTIES

Avista Corporation has elected to pay tax to specific fire districts in some northern counties – usually to protect a specific structure. If they do this, you should have a signed agreement between the county and Avista. The tax amount due to the county **should be entered as a special**. Counties usually add all of the affected parcels together and put the special on just one of the parcels. If you have any questions on the procedure(s) to follow, please call us.

8. For Counties with Urban Renewal: (if you don't, skip to step #9)

PMB030 – Urban Renewal Edit

Use PMO080 to clean up these edits before continuing.

9. TXB002 – Code Area Edit. Check for bad code areas.

10. PMB001 (Numeric Roll with Values) Use the following sort options:

Select sort choice: **Numeric X**

Select items to list: **Category X**

Value X

UR Value (if have UR) X

Limits: **UP and UR combined (UP _____ to UR 99999999)**

****This report should balance with the PMB001 that was sent with the Utility tape.****

For Steps #11 & #12, you will need to balance to the CD mailed to you by the STC Centrally Assessed Property Bureau, dated 9/03/08 ("2008 Final Values"). For each report, make sure you click on your county's tab.

11. PMB003 (Value Recap by Code Area)
Run this report by UP and UR **COMBINED** (UP to UR 9999999999) and use it to balance by code area to the "Companies in TCA-Detail" (**YR138**) report on the above mentioned CD (Assessors Folder). **These should balance exactly.** (The Market Value and Net Market on the PMB003 should be the same – if they are not, please call us.)

12. PMB006 (Market Spread to the Taxing Districts)
Run this report in **summary** by UP and UR **COMBINED**. ("N" to print STC form.)

Balance the "Adjusted Market" column (by taxing district) to the "Companies Within Districts-Detail" (**YR005**) report on the CD. ****Your totals will not balance exactly.** The Operating Property program includes cents. Since the AS/400 does not allow for cents, the values have been rounded and will not balance exactly to the YR005. Call us if you are off more than \$120 in any area. If you have a problem balancing, call us at 1-800-334-7756.

You may have extra districts listed on the YR005 – like Fire & Flood Districts. Utilities rarely contribute to these districts – so, if fire/flood districts are marked in your levy file as not paying to utilities, they will not show on the PMB006. ****This would be a good spot to look at your TXB001 and verify that your fire/flood districts have been marked as "N".** If they are a "Y", you should double check to see if they actually should be paying to the utilities or if you need to go in and mark them with an "N" (TXO010).

Save a copy of the PMB006 report to use during Tax Drive.

****Urban Renewal:** the urban renewal totals will **not** balance between the PMB006 and the YR005. The PMB006 reports the urban renewal as an increment value while the YR005 is a net market total. If you want, you can balance the PMB006 to the "2008 September Values" report sent to the County Clerk by Gary Houde, STC. (Balance total to the county fund.)

13. TXB023 (Paid/Unpaid List)
Run this unpaid listing on utility parcels for years listing on the TXQ023 in step 2. It should be the same as the TXB023 reports run in step 3.

Should any questions arise from this checklist, contact our office.

How a Utility parcel number is created: (UR005080200700A)

EX:	UR	0	0508	02	00700	A

	Prop Type	Filler	Company Number	Utility Type	Code Area	Status

14. **SAVE FILES FOR PERMANENT RECORD.** If this is to be your permanent record, ask your county attorney how long you should keep this tape.
REQUIRES DEDICATED UAD FILES. See step 1 for details.